

# Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5  
Alpena MI 49707

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Telephone (989) 354-9664  
Fax (989) 354-9783

DATE: May 13, 2021  
TO: Alpena County Full Housing Board  
FROM: The Alpena County Home Improvement Program  
REG: The MSHDA Neighborhood Enhancement Program (NEP)

Please accept the submission of the New Grant Application from MSHDA for the Neighborhood Enhancement Program (NEP).

This Grant will allow two (2) selected homeowners on the Northside of Alpena with exterior repairs that will cover, and not limited to, new siding, roof, windows, porch steps and doors.

The full amount of the grant is \$37,125.00 that will be split between the homes, along with an Administrative Fee of \$3,712.50 being applied to the Program. Our current Program Income Grant will also supplement and off set additional charges to ensure repairs and completion.

Respectfully Submitted,  
Thea M. Lucas  
Director



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Hearing Impaired and/or Disabled Applicants Can Call  
Michigan Relay System Text Telephone  
1-800-649-3777



## Contract / Leases / Agreements / Grants Form

This is	New	<b>XX</b>	Renewal		Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<b>XX</b>	No		If you marked YES this needs to go through Grant Review.
This is an	Agreement <b>XX</b> Contract ____    Lease ____ Other ____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	MSHDA - Michigan State Housing Development Authority				
Project Name	Neighborhood Enhancement Program (NEP)				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 37,125.00				
Organization Match	\$ 126,000.00 (Potential Program Income)				
County Match	\$ 0.00				
Future Budget Commitment	\$ This should include ongoing maintenance fees/subscriptions, etc.				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

 The Department Head Requesting	05-12-2021 Date Signed
------------------------------------	---------------------------

### GRANT REVIEW COMMITTEE APPROVAL:

County Clerk:	Date Signed: 5-12-21	I am requesting a meeting
County Treasurer:	Date Signed: 5-12-21	I am requesting a meeting
Finance Chairman:	Date Signed: 5-12-21	I am requesting a meeting

Please do NOT mark below this line

### INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:

**Component A Proposed Activity:**

Siding, Windows, Insulation, and a New Roof

**Component D Proposed Activity:**

Administrative Fees based at 10% of \$67,500.00 = \$7,500.00

**Item #3a**

The Northside of the City of Alpena has an area of homes that are the original design before the expansion of the City. These homes are near the DPI Power Plant and the pollution has developed exterior damages before the toxins have been eliminated. Two homes near this area have been selected for exterior replacements. Upon inspection, the improvements include, but not limited to, a new roof, insulation, siding and windows.

The Alpena County Home Improvement Program Director, Thea Lucas, will oversee the application process. The City Inspector, Don Gilmet, will inspect and submit a detailed estimate that will determine what repairs are needed to meet the program standards and will complete a final inspection. A Licensed Contractor will be selected and will comply with the Director and City Inspector on all requirements.

**Item #3b**

The two (2) proposed homes that have been selected will receive exterior improvements that will help these homeowners reduce the deterioration of the homes and avoid a complete tear down leaving the owners homeless. The improvements of a new roof, insulation and windows will decrease their heating expenses. Plus, the overall appearance of the homes will enhance the neighborhood's property value.

It is projected that all funds from the Neighborhood Enhancement Program will be used for the improvements. The CDBG Funds will not be included, for those funds are being used for emergency projects only.

### #3

The mission of the Alpena County Home Improvement Program is to assist low and very low income homeowners rehabilitate their home. By offering deferred, to no or low interest loans. The assistance given to these homeowners allows the owners to remain in their home and avoiding abandonment, further detrition or foreclosures. It is the interest of the Program to improve the Community of Alpena with visual improvements that would increase the Neighborhood value

The Alpena County Home Improvement Program is typically offered on a county-wide basis to assist homeowners rehabilitate their homes, however for this plan a targeted area has been designated on the north side of the City of Alpena. The program has been designed to address the single-family housing needs of low income residents within Alpena County. All units receiving home improvement funds must be owner-occupied with income at or below 80% of area median income. The program is offered on a first come, first serve basis. All applicants are considered on an equal basis.

The elements for the propose projects and with the Neighborhood Enhancement Project will improve the resident's quality of life by creating a safe living environment and a purpose to remain in the home.

The Alpena County Home Improvement Program has been in existence since the 1976. The typical funding resources consist as follows:

MEDC – Community Development Block – CDBG (current)

Rural Development – Housing Preservation Grant –HPG (previous)

MSHDA – Home Grant (previous)

All funds will be recaptured

1) Include area Alpena Map highlighting the Northside

Plus, a Northside Map indicating where the homes are located

As our housing stock in Alpena County continues to age, more and more low-income seniors find themselves in homes that need critical repairs. For many, regular maintenance has been deferred due to limited income and/or physical restrictions.

Habitat for Humanity is offering an "Aging in Place" Program and will provide products and services that foster safe and livable homes for older adults. This project focuses on helping seniors stay in their homes by building wheelchair ramps, modifications for grab bars, handrails, widening doorways, repairing water leaks or other adaptive devices or repairs. This program will also offer more expensive repairs that will cover roof replacement, new windows and doors.

Northeast Michigan Community Service Agency (NEMCSA) is offering a Weatherization Program that provides free energy conservation services for eligible low-income households. The services offered are: Weather-stripping, caulking, window /door replacement, attic, foundation, wall or sill box insulation, furnace tune-up or replacement, water heater or refrigerator assessment or replacement.

Both programs can reduce the utility costs by 15% to 40%

Applicants for Both Programs must meet the following requirements to be eligible

- Own or live in their home full-time and not for sale
- 65 years of age or older
- Live in the Alpena County
- Property Taxes and Homeowners Insurance are current
- Mortgage is current
- Qualify for the maximum allowable income based on the 60% AMI income limits

3) NO

4) NO

5)

The target area is the first homes built in the City of Alpena and historically are the oldest. The area encompass Ford Avenue to Oldfield Street to Long Lake Avenue to Commerce Street and back to Ford Avenue.

The Northside of Alpena was considered the "poor neighborhood" and residents could rent or purchase a home in less-than-perfect condition at a reasonable price. The Blighted Neighborhoods had decreased due to the age of them home, mostly being built in 1930 and prior. A local Manufacturing Plant caused damaged to the exterior of the homes in the area due to its Air Pollutants and toxins that deuterated homeowners from living in the neighborhood. In and around the Northside area, residents complained about the odor during high humidity summer days. DPI purchased the plant in 2004 and upgraded the Smokestacks to the Federal Code requirements that eliminated the chemical fumes, gases and odor. But after many years of the air pollutants, homes within this neighborhood endured exterior damaged.

Gratefully for programs such as; Vision 2020, Habitat for Humanity, NEMAH, NEMCSA and the Alpena County Home Improvement Program, homes were being remodeled that allowed the homeowners to remain in their residence while enhancing the neighborhood value.

In the past, Habitat for Humanity created the "Brush with Kindness" in which volunteers painted exterior homes, improve the landscaping, built access ramps and minor repairs that increase the safety of the home and revive its appearance.



The City organized a Spring Clean-up of volunteers for the removal of debris from yards and parks for those that dwelled in the area. While the City Police Officials organized a Neighborhood Watch Program to reduce crime and creating a safer area for residents to reside.

The Downtown Development Association, Target Alpena and MEDC financed and promoted new Business Owners to join the City of Alpena Business District. The improvements to vacant buildings encouraged local businesses to move to the area and offered employment opportunities while producing out of the area tourism.

Even though the area has been improved, there are still homes that need repairs for the owners to remain in their dwellings. The Neighborhood Enhancement Program (NEP) would be that outreach program to assist these low income homeowners.

6)

The Northside of the City is located in the lower northeast Michigan on Lake Huron. The City of Alpena contains 35% of the county's total population in the Alpena County and 24% of assessed value. The City of Alpena is Alpena's only incorporated area.

According to the 2010 Census Bureau, 315 homes are renter-occupied and 800 homes are owner-occupied. With a Median Household Income of \$30,353 and 13.5% live below Poverty. The Census also indicates that 62% of the homes built in the target area were built before the County of Alpena began enforcement of the building code. In the Alpena County area 5,887 of the homes were built prior to 1970, which was also prior to the 1975 adoption of the BOCA Basic Building Code in Alpena County. Further details also show that 43 homes lack complete plumbing and kitchen facilities and 711 homes are valued less than \$70,000. It is anticipated that approximately 30% of all units are substandard.

#### **Item #3f**

The administrative structure for the program has a Full-Time Director that is employed thirty (30) hours per week. This includes a four (4) person Housing Board and Finance Committee along with a Contracted Housing Inspector. The County has over forty (40) years of experience in the administration of the Housing Assistance Programs that serve very low and low moderate income homeowners within the Alpena County.

The Director will oversee the application process and all loans will be approved through the Housing Board with a projection of the NEP Grant being applied through 2021 with a completion date of December 31, 2021.

Upon the application the Director will complete the following verifications:

- Application household income
- Proof of ownership

- Homeowners Insurance Verification
- Mortgage confirmed with current payments
- Property Taxes are paid and current
- A complete assessment of the home with the City of Alpena

The County will utilize the following Housing Program Staff for adequate administration:

**The Housing Director:** Thea M. Lucas has been with the Home Improvement Program since February 2019. She was hired upon her previous experience in Property Management and Real Estate. She manages the day-to-day operation which includes, but not limited to: reporting monthly to a four (4) member Housing Board, advertises the program, accepts, reviews and processes the applications, maintains financial reports, coordinates with the Housing Inspector, and formats all Mortgage Documents or Discharges.

**Contracted**

**Housing Inspector:** Mr. Don Gilmet has been the City Inspector since 2000 and was formally the Building Trade Instructor at Alpena High School. Mr. Gilmet holds a Michigan Residential Builders License and is registered with the State of Michigan as a Plan Reviewer, Building Inspector and Building Official.

**The Housing and**

**Finance Committee:** The four -member Housing Board serves as a final review and approval Board. This Committee makes all policy and financial decisions that meet once a month to cover material provided by the Housing Director.

**The County Treasurer:** All funds are accounted for by the Housing Director and verified monthly by the County Treasurer. The program operates under a Miscellaneous Receivables and all funds are deposited in a non-profit bearing account. In addition, a yearly Audit is performed every year for accuracy by a Licensed CPA.

Since 1976, the County has obtained funding through the State Administered CDBG Home Improvement Program, the Michigan State Housing Development Authority (MSHDA), Community Home Improvement Program (CHIP) and the Housing Preservation Grant (HPG). These funds have been provided to the County on a grant basis only.

The County's experience and capacity to carry out the objectives of this proposed grant have been clearly demonstrated by the continued funding of the above mentioned.

# Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5  
Alpena MI 49707

Telephone (989) 354-9664  
Fax (989) 354-9783

March 23, 2021

## RECOMMENDATION:

\$37,125.00

Alpena County Home Improvement Program

## DEVELOPMENT INFORMATION:

MSHDA Grant #

Grantee:

Alpena County Home Improvement Program

Location of Project:

Alpena County

USE of Funds:

Component A: Siding, Windows, Insulation and Roof

Number of Units:

2

Maximum Grant:

\$37,125.00

Contact Person:

Thea M. Lucas

## SUMMARY OF PROPOSAL:

Alpena County Home Improvement Program

## ORGANIZATION HISTORY:

The Alpena County Home Improvement Program has been in existence since the 1976.

The Alpena County Home Improvement Program is typically offered on a county-wide basis to assist homeowners rehabilitate their homes, however for this plan a targeted area has been designated on the north side of the City of Alpena. The program has been designed to address the single-family housing needs of low income residents within Alpena County. All units receiving home improvement funds must be owner-occupied with income at or below 80% of area median income. The program is offered on a first come, first serve basis. All applicants are considered on an equal basis.



**Housing Development Fund Grant Report:**

Alpena County Home Improvement Program

**TOTAL DOLLAR AMOUNT REQUESTED FOR COMPONENT A:**

\$37,125.00

**NEIGHBORHOOD BOUNDARIES:**

The Northside of the City of Alpena has an area of homes that are the original design before the expansion of the City. These homes are near the DPI Power Plant and the pollution has developed exterior damages before the toxins have been eliminated.

**ACTIVITY DESCRIPTION:**

Two homes near this area have been selected for exterior replacements. Upon inspection, the improvements include, but not limited to, a new roof, insulation, siding and windows.

Thea M. Lucas  
Director

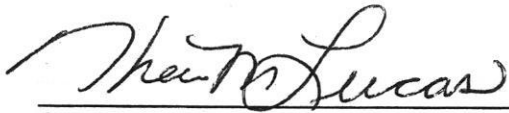


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Housing Development Fund Grant Report

Agency Name  
MSHDA No. TBD  
March 31, 2021



Agency Representative

03-23-2021

Date

NEP Champion

Date

NET Manager

Date

Clarence Stone  
Director of Legal Affairs

Date

Gary Heidel  
Acting Executive Director

Date



## **Alpena County Home Improvement Program**

719 W. Chisholm Street, Ste. 5  
Alpena, MI 49707

Thea Lucas, Director

Telephone (989) 354-9664

Fax (989) 354-9783

lucast@alpenacounty.org

### **Board of Directors**

**Marty Thomson, Chairman of Commissioners**

**Dave Karschnick, Commissioner**

**Don Gilmet, Commissioner**

**Thea M. Lucas, Director**

**Tammy Sumerix-Bates, Executive Manager**



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## Alpena County Home Improvement Program

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Alpena, MI 49707

Thea Lucas, Director

Telephone (989) 354-9664

Fax (989) 354-9783

lucast@alpenacounty.org

### Organization Chart of Employees for Alpena County

Thea M. Lucas	Director	(989)354-9664
Tammy Sumeriz-Bates	Executive Manager	(989)354-9648
Marty Thomson	Commissioner's Chairman	(989)354-9648
Don Gilmet	Commissioner	(989)354-9648
Dave Karschnick	Commissioner	(989)354-9648
Kim Ludlow	Treasurer's Clerk	(989)354-9536
Bonnie Friedrick	County Clerk	(989)354-9522



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## Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5  
Alpena, MI 49707

Contact Person: Christina Skiba

Telephone (989) 354-9664  
Fax (989) 354-9783

The mission of the Alpena County Home Improvement Program is to assist low and very Low income homeowners rehabilitate their home By offering deferred, no to low interest loans and partially forgiven loans.

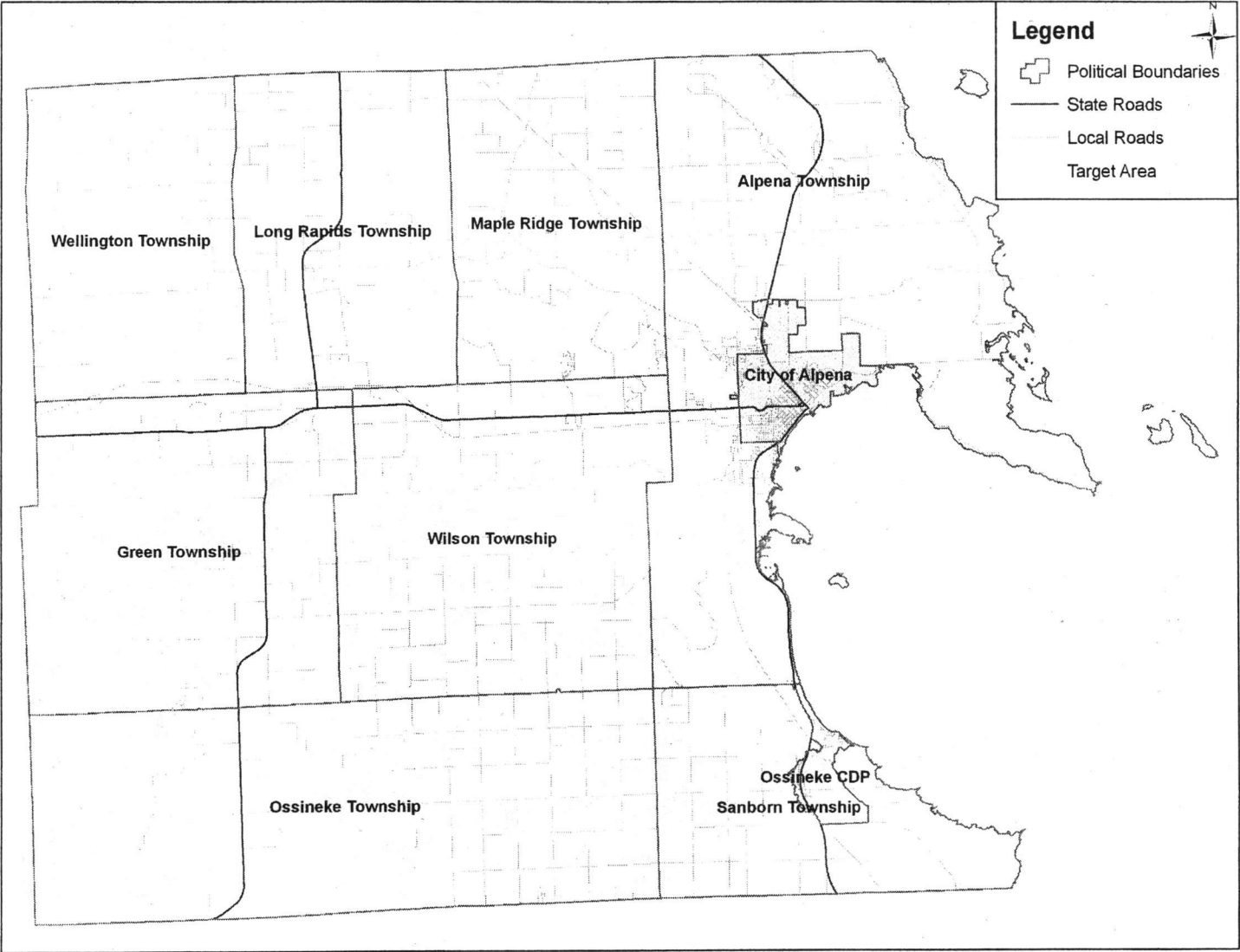
It is always in the interest of the Program to improve The Community of Alpena while assisting low income homeowners.



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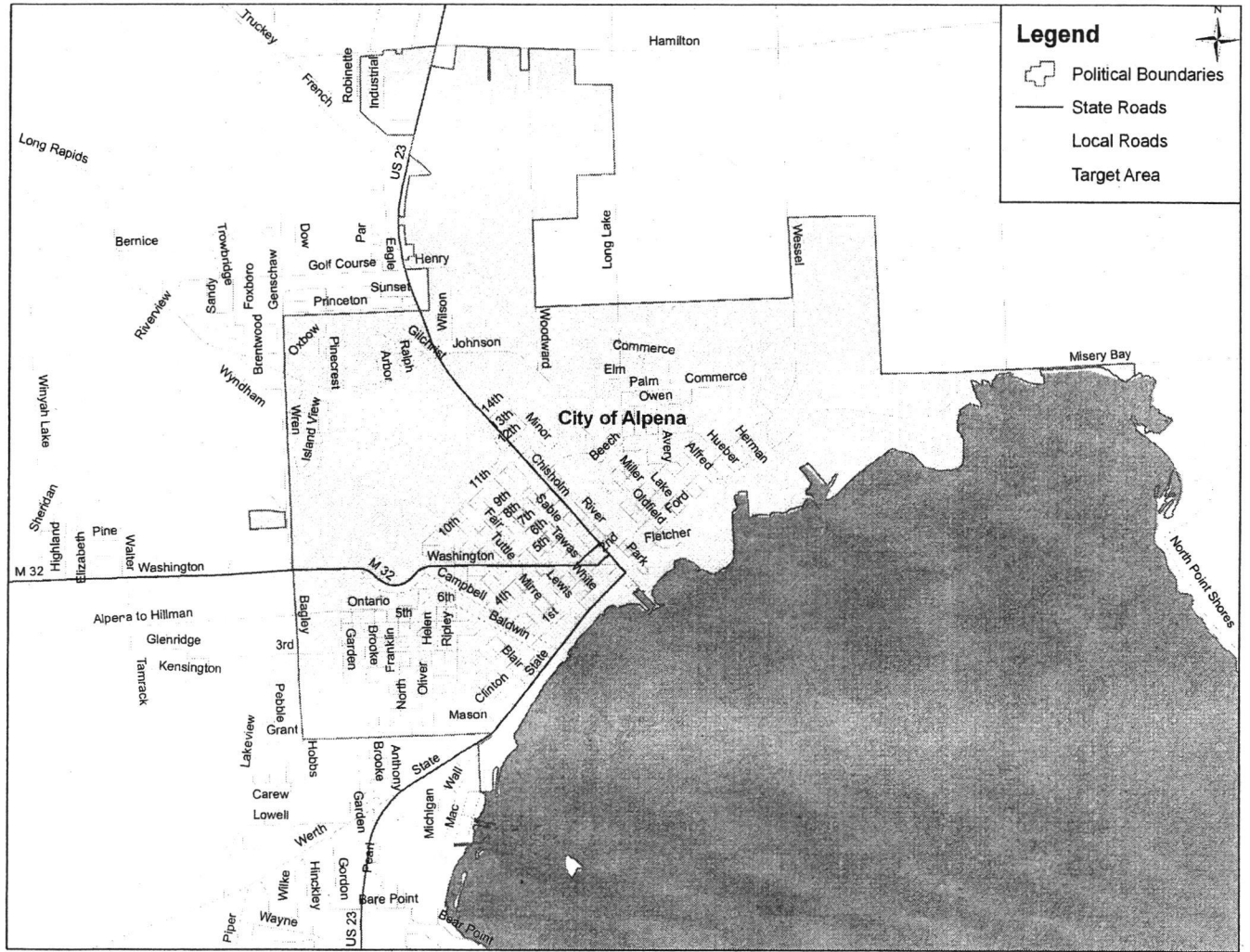


Map 1: Target Area





Map 2: Detailed view



## Partnership Profile

PP-MSHDA-756-01326

Organization: Alpena County

### Organization Type

- ✓ Government
- Non-Profit
- Counseling Agency
- Vendor/Contractor
- TA Provider

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Organization Members

<u>Active?</u>	<u>Member</u>	<u>Role</u>
✓	Lynn Bunting	Writer
✓	Thea Lucas	Administrator

✓ I certify that the above list is accurate.

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Organization Information

**1. Executive Director OR Highest Elected Official (governments)\***

**Name** Robert Adrian  
**Title** Chairman of the Board of Commissioners  
**Address** Home Improvement Division  
719 W. Chisholm St  
Suite #5  
**City** Alpena  
**State** Michigan **Zip** 49707  
**Phone** (989) 354-9664 **Fax** (989) 354-9783  
**Email Address** robertadrian@alpenacounty.org

**2. Contract Person\***

**Either choose the appropriate staff person from the drop down list or enter their information into the fields provided.**

Thea Lucas

**Name** Thea Lucas  
**Title** Home Improvement Director  
**Address** Home Improvement Division 719 W. Chisholm  
**City** Alpena  
**State** Michigan **Zip** 49707-0000  
**Phone** (989) 354-9664 **Fax**  
**Email Address** lucast@alpenacounty.org

**3. Financial Officer\***

**Either choose the appropriate staff person from the drop down list or enter their information into the fields provided.**

**Name** Kim Ludlow  
**Title** County Treasurer  
**Address** 720 W. Chisholm Street, Ste. #3  
**City** Alpena  
**State** Michigan **Zip** 49707  
**Phone** (989) 354-9534 **Fax** (989) 354-9645  
**Email Address** ludlowk@alpenacounty.org

**4. Governing Board Chair\***

**Either choose the appropriate staff person from the drop down list or enter their information into the fields provided.**

**Name** Marty Thomson

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Organization Information

<b>Title</b>	Vice Chairman of the County Commissioner		
<b>Address</b>	720 W. Chisholm Street, Ste #7		
<b>City</b>	Alpena		
<b>State</b>	Michigan	<b>Zip</b>	49707
<b>Phone</b>	(989) 354-9648	<b>Fax</b>	(989) 354-9648
<b>Email Address</b>	martythomson@alpenacounty.org		

**5. Satellite Office(s)**

<b>Name</b>			
<b>Title</b>			
<b>Address</b>			
<b>City</b>			
<b>State</b>	Michigan	<b>Zip</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>			

<b>Name</b>			
<b>Title</b>			
<b>Address</b>			
<b>City</b>			
<b>State</b>	Michigan	<b>Zip</b>	
<b>Phone</b>		<b>Fax</b>	
<b>Email Address</b>			

**Attach separate list if necessary**

**6. List of Counties Serviced by your Agency\***

Alpena County

**7. Which MSHDA division(s) does your organization plan to apply to for funding during the next 12 months?\***

Asset Management

**8. Is your organization in compliance with all MSHDA policies and programs?\***

☒ Yes ☐ No

**9. Is your agency a HUD approved counseling agency?**

Yes ☒ No **HUD ID#**

**10. Has your agency been audited by HUD within the past 12 months?\***

Yes ☒ No **Audit/Review Date**

**Partnership Profile**

Organization: Alpena County

PP-MSHDA-756-01326

**Organization Information**

11. Did your agency receive derogatory findings?\*

Yes

☒ No

If yes, explain the cause(s) of the recapture and/or de-obligation addressed

12. The organization, including individuals, entities and contractors, is NOT now listed on HUD's Debarment List - excluded from the Federal Procurement & Non-Procurement Programs.\*

☒ TRUE FALSE

13. The organization, including individuals, entities and contractors, has been listed on HUD's Debarment List in the past - excluded from the Federal Procurement & Non-Procurement Programs:\*

TRUE ☒ FALSE

If true, explain:

14. The organization certifies that neither it nor its employees or contractors, have been indicted for a violation under Federal law relating to an election for Federal office:\*

☒ TRUE FALSE

If false, explain:



## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

## Financial Information

### Annual Audit

1. Do you have an annual audit?\* ☒ Yes ☐ No
2. If yes, identify your auditor's name, address, and telephone number:  
Name: Phil Straley  
Company: Straley, Lamp and Kraenzlein, PC  
Address: 2106 US-23 South  
City: Alpena  
State: Michigan  
Zip: 49707  
Telephone Number: (989) 356-4531
3. If no, who prepares your annual financial statements?  
Name:  
Company:  
Address:  
City:  
State: Michigan  
Zip:  
Telephone Number:
4. Indicate the beginning and ending date of your current fiscal year:  
Beginning Date: 7/1/2021  
Ending Date: 6/30/2021

### Annual Budget

- |   |                 |
|---|-----------------|
| 5. Enter your budget for the current fiscal year                              | \$9,975,288.00  |
| 6. Enter your budget for the previous fiscal year                             | \$10,709,213.00 |
| 7. Enter your budget for housing/housing related activities                   | \$225,806.00    |
| 8. Enter general fund dollars budgeted for housing/housing related activities | \$0             |

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Narrative

**1. Briefly describe your organization's target or service area.\***

The Alpena County Home Improvement Program assists low and very low income homeowners rehabilitate their home. By offering deferred, to no or low interest loans. The assistance given to these homeowners allows the owners to remain in their home and avoiding abandonment, further detrition or foreclosures. All units receiving home improvement funds must be owner-occupied with income at or below 80% of area median income. The program is offered on a first come, first serve basis. All applicants are considered on an equal basis.

\*

**2. Has the organization's service area changed since the last CHDO certification date?**

Yes

No

✓ N/A

If yes, submit a description of the changes to the service area and attach documentation that this change has been adopted by the CHDO's governing body.

Attachment:

**3. The organization's targeted population (check all that apply):\***

✓ Low-income

✓ Homeowners

✓ Families

✓ Persons with  
Disabilities

✓ Very Low-income

Homebuyers

✓ Single person  
household

Other

Homeless

Renters

✓ Veterans

**4. The organization's primary services to the community:\***

New Construction

✓ Housing

Social Services

Rehabilitation

Homeless

Economic

Other

Programs

Development

Homeownership

Rental

✓ NEP Activities

**5. Is the organization a participant in a Continuum of Care?\***

Yes

✓ No

N/A

**6. Is there a Community Master Plan?\***

✓ Yes

Enter date adopted or updated URL (web  
address)

Date 10/29/2013

No

URL

If yes, does it contain the following:

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Narrative

Housing Component

☒ Yes

No

Placemaking Component

☒ Yes

No

Economic Development Component

☒ Yes

No

Redevelopment Component

☒ Yes

No

District/Neighborhood Plan

☒ Yes

No

**7. Is there a Strategic Housing Plan?\***

Yes If yes, date adopted or updated

Plan:

☒ No

**8. Is the organization part of a City/County/Regional plan?\***

☒ Yes Enter date adopted or updated URL (web address) Date 10/3/2016

No

URL

Plan

[https://mshda-matt.org/\\_Upload/1604538\\_788912-TMA.pdf](https://mshda-matt.org/_Upload/1604538_788912-TMA.pdf)

**9. Is there a Place-making Strategy?\***

Yes

☒ No

☒

N/A

If yes, date adopted or updated

If no, expected completion date

**10. Is there a formal process for low-income program beneficiaries to advise the organization on design, location of sites, development and management of affordable housing?**

Yes

☒ No

**11. CHDO's must describe activity in this area over the past year, including any changes made in the formal process since the last CHDO certification, and attach any evidence of such**

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Narrative

**changes:**

N/A

**Attachment:**

**Comments on above plans (if applicable):**

N/A

- 12. Governments must identify which area(s) of your local unit of government are served by public water and sewer.**

The City of Alpena receive their water supply through Alpena Water/Wastewater Utility. Surrounding Residents receive their Water and Sewer Supply by their Municipal Township or by Well, Septic and Drain fields.

- 13. Has your organization experienced turn over or a decrease in staff assigned to MSHDA supported programs? If yes, please describe the steps taken to maintain capacity to deliver services.**

N/A

- 14. For government agencies, briefly list/describe any other distinctive local services provided by your local government or cooperating local government which support local housing initiatives. (Examples: community policing, shared public services, etc.) Describe the experience of key staff.**

Habitat for Humanity Northeast Michigan has worked diligently and collaboratively with Alpena County and the City of Alpena. With the aging of our current housing stock and a high percentage of low-income homeowners within our City, we have seen an increase of substandard housing conditions. Funding through Alpena County Home Improvement Program and Habitat for Humanity work together to address the needs of our residents by offering homeowner rehabilitation funds through federal and/or state resources.

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Required Attachments

All organizations are required to complete questions 1-7

#### 1. Organizational Mission Statement \*

Date

#### FOR MSHDA Use Only

File

I have faxed this attachment.

I have mailed this attachment.

✓ I have uploaded this attachment.

Hard Copy Location

[https://mshda-matt.org/\\_Upload/1604544\\_788992-MissionStatement.pdf](https://mshda-matt.org/_Upload/1604544_788992-MissionStatement.pdf)

#### 2. Board of Directors \*

Date

File

I have faxed this attachment.

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✓ I have uploaded this attachment.

Hard Copy Location

[https://mshda-matt.org/\\_Upload/1604544\\_789039-BoardofDirectors.pdf](https://mshda-matt.org/_Upload/1604544_789039-BoardofDirectors.pdf)

#### 3. Organizational Chart \*

Date

File

I have faxed this attachment.

I have mailed this attachment.

✓ I have uploaded this attachment.

Hard Copy Location

[https://mshda-matt.org/\\_Upload/1604544\\_789047-OrganizationalChart.doc](https://mshda-matt.org/_Upload/1604544_789047-OrganizationalChart.doc)

#### 4. Housing employee roster (all full and/or part-time employees whose duties include housing services and the total number of hours worked per week) \*

Date

File

I have faxed this attachment.

I have mailed this attachment.

✓ I have uploaded this attachment.

Hard Copy Location

[https://mshda-matt.org/\\_Upload/1604544\\_789071-EmploymentVerification.doc](https://mshda-matt.org/_Upload/1604544_789071-EmploymentVerification.doc)

The Organization has no housing employees.

#### 5. Target or Service Area Map\*

Single resource grantees should provide a legal description of the property if a map is not applicable.

Date

File

I have faxed this attachment.

I have mailed this attachment.

✓ I have uploaded this attachment.

Hard Copy Location

[https://mshda-matt.org/\\_Upload/1604544\\_789088-MapoftheCityofAlpena.pdf](https://mshda-matt.org/_Upload/1604544_789088-MapoftheCityofAlpena.pdf)

## Partnership Profile

Organization: Alpena County

PP-MSHDA-756-01326

### Required Attachments

6. Most Recent Completed Financial Audit, including Auditor Letters, Letters to Management and a Single Audit, if required.\*

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[https://mshda-matt.org/\\_Upload/1604544\\_789094-2019Financial.pdf](https://mshda-matt.org/_Upload/1604544_789094-2019Financial.pdf)

Date

File

Hard Copy Location

7. Accounting Certification

Please complete the Accounting Certification document and mail.

Date

File

I have mailed this attachment. \*

\*

**If your agency is a Non-Profit, please complete questions 8-16.**

8. Most recent complete 990 (Corporate Tax Return) including schedules.

Date

File

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Hard Copy Location

9. Current Fiscal Year Operating Budget

Date

File

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10. Certificate of Good Standing, dated within last 12 months

Date

File

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Hard Copy Location

11. IRS 501 (C)3 Designation

Date

File

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Hard Copy Location

12. Articles of Incorporation



## Partnership Profile

Organization: Alpena County

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### Required Attachments

	Date	File	Hard Copy Location
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#### 13. Organizational Bylaws

	Date	File	Hard Copy Location
I have faxed this attachment.			
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#### 14. CHDO Authorization Letter for MSHDA CHDO

	Date	File	Hard Copy Location
I have faxed this attachment.			
I have mailed this attachment.			
I have uploaded this attachment.			

Nonprofit Organization is not a CHDO.

#### 15. CHDO Authorization Letter for Local PJ CHDO

	Date	File	Hard Copy Location
I have faxed this attachment.			
I have mailed this attachment.			
Our agency is not located within a HUD Participating Jurisdiction (PJ).			
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Nonprofit Organization is not a CHDO.

#### 16. Employee status (a list indicating the number of paid personnel working 35 hours or more per week and the number working less than 35 hours per week)

	Date	File	Hard Copy Location
I have faxed this attachment.			
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No Paid Personnel.

0

Organization: Alpena County

## Partnership Profile

PP-MSHDA-756-01326

### Legislative Information

#### Legislator Information:

U.S. Congressional District Numbers:\*

1

U.S. Congressional Representatives:

Jack Bergman

State Senate District Numbers:\*

1

State Senators:

Stephanie Chang

State House of Representatives District Numbers:\*

1

State Representatives:

Tenisha Yancey

